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ABSTRACT

This guide was developed as a "how to" training device for word processing using AppleWorks on the Apple IIe computer with a Duodisk or two disk drives. Step-by-step instructions are provided for program loading, creating files, accessing and using the help list, copying and moving text, deleting text, using the find option, inserting page breaks, changing file names, using the replace option, setting and removing tabs, and producing bold face text. For each procedure, a diagram of the screen display is included. (GL)

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OBTAINING HELP WITH APPLEWORKS

V1.3 WORD PROCESSING

FILES

USING THE

APPLE IIe COMPUTER

FIRST EDITION

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INTRODUCTION

"Obtaining Help With AppleWorks V1.3 Word Processing Files Using The Apple Iie Computer" was developed for use as a "how to" training device. It can be used with Apple Iie computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used to obtain help with word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple Iie computer.
2. A Duodisk or two disk drives.
3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.
4. One data disk upon which is stored, a word processor file.

If this document is to be used as it was intended, users must know how to turn on the computer.

After using this document, Apple Iie computer operators should be able to use the AppleWorks V1.3 word processing help option with their AppleWorks work processor files. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

**S
T
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P
S**

DIRECTIONS

01. Program Loading.

- a. Place the AppleWorks program (Version 1.3), startup disk in slot #1 of the Duodisk drive or drive #1 if two separate drives are used. If you are not sure which disk drive has been connected as drive #1, place the program in one of the two drives. The computer will normally search both drives for the program disk.
- b. Turn on the computer and load the program into the computer. This step may require using two disks, one the startup disk and one the program disk or turning the startup disk over (watch for directions at the bottom of the monitor screen) if the startup and program portions are on opposite sides of the same disk, or:
- c. If the machine is already energized, insert the disk and press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down:
- d. Press and release the RESET key and then release the OPEN-APPLE and the CONTROL keys (remember, you still may need to insert the second disk or turn the disk over).
- e. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen).

Disk: Disk 2

MAIN MENU

Main Menu

1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit

Type number, or use arrows, then press Return

@-? for Help

Figure 1. The Monitor Screen Showing The Main Menu.

02. Getting Started.

- a. Place your data disk in slot #2 of the Duodisk drive or disk drive #2.
- b. With the "Add files to the Desktop" option highlighted, press the RETURN key (see Figure 2).

Disk: Disk 2

ADD FILES

Escape: Main Menu

Main Menu

Add Files

Get files from:

1. The current disk: Disk 2
2. A different disk

Make a new file for the:

3. Word Processor
4. Data Base
5. Spreadsheet

Type number, or use arrows, then press Return

22K Avail.

Figure 2. The Monitor Screen After Selecting The Add Files Option.

- c. With the, "Current disk: Disk 2" option highlighted, press the RETURN key (see Figure 3).

```

Main Menu
  Add Files
    AppleWorks files
    Disk volume /TRAINING has 16K available
    Name           Type of file   Size   Date   Time
    =====
    WP00022        Word Processor  3K    6/14/88
    WP00023        Word Processor  1K    6/15/88
    WP00024        Word Processor  3K    6/15/88
    WP00025        Word Processor 13K    6/23/88
    WP00029        Word Processor  1K    9/20/88
    WP00030        Word Processor 11K    9/20/88
    WP00031        Word Processor  3K    9/20/88
    WP00032        Word Processor 17K    5/19/88
    WP00905.006    Word Processor 13K    6/12/89
    WP00906.006    Word Processor 31K    6/12/89
    More

```

Use Right Arrow to choose files, Left Arrow to undo

22K Avail.

Figure 3. The Monitor Screen Showing A Disk Catalog.

- d. Use the DOWN-ARROW to highlight one of your word processor files.
- e. Press the RETURN key once. An example of the results can be seen in Figure 4.

^INTRODUCTION^

"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.
2. A Duodisk drive or two disk drives.

Type entry or use @ commands Line 1 Column 1 @-? for Help

Figure 4. An Example Word Processor File.

03. Help List.

- a. Press the OPEN-APPLE and the "?" keys at the same time. Your monitor screen should look like the picture shown in Figure 5.

File: WP00022

HELP

Escape: Review/Add/Change

```
=====
|=====
  @-C   Copy text (includes cut and paste)
  @-D   Delete text
  @-F   Find occurrences of....
  @-K   Calculate page numbers
  @-M   Move text (includes cut and paste)
  @-N   Change name of file
  @-O   Options for print formatting
  @-P   Print
  @-R   Replace occurrences of....
  @-T   Set and clear tab stops
=====
```

Use arrows to see remainder of Help

20K Avail.

Figure 5. The Monitor Screen Showing The First Portion Of The Help List.

- b. Press the DOWN-ARROW key until the @-Z statement is at the top of the screen (see Figure 6).

File: WF00022

HELP

Escape: Review/Add/Change

@-Z	Zoom In or Out to display or not display printer options
@-Space bar	Sticky space
Control-B	Begin or end bold face
Control-L	Begin or end underline
RETURN	Mark end of paragraph
DELETE	Delete preceding character
Arrows	Move the cursor
@-Up arrow	Back up a full screen
@-Down arrow	Go forward a full screen
@-Right arrow	Go to next word

Use arrows to see remainder of Help

20K Avail.

Figure 6. The Monitor Screen Showing The Second Portion Of The Help List.

- c. Press the DOWN-ARROW keys until the monitor screen no longer changes. The monitor screen now looks like the picture in Figure 7. Notice the similarities between Figures 6 and 7.

DELETE	Delete preceding character
Arrows	Move the cursor
␣-Up arrow	Back up a full screen
␣-Down arrow	Go forward a full screen
␣-Right arrow	Go to next word
␣-Left arrow	Go to previous word
TAB	Go to next tab stop
␣-TAB	Go to previous tab stop
␣-1 through ␣-9	Go to beginning of file through Go to end of file

Use arrows to see remainder of Help

20K Avail.

Figure 7. The Monitor Screen Showing The Last portion Of The Help List.

- d. Insure that your printer is on and ready to print.
- e. Press the OPEN-APPLE and the "H" keys at the same time.
- f. Press the UP-ARROW key until the ␣-Z message is at the top of screen.
- g. Press the OPEN-APPLE and the "H" keys at the same time.
- h. Press the UP-ARROW key until the screen no longer changes.
- i. Press the OPEN-APPLE and the "H" keys at the same time.

- J. Press the ESC key once. The screen now appears similar to the example shown in Figure 8.

File: WP00022

REVIEW/ADD/CHANGE

Escape: Main Menu

^INTRODUCTION^

"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.
2. A Duodisk drive or two disk drives.

Type entry or use @ commands

Line 1 Column 1

@-? for Help

Figure 8. The Monitor Screen After Exiting The Help List.

04. Using The Help List.

a. Copy text.

- (1) Use the ARROW keys and set the cursor under the first letter of the first word in your text that you wish to copy.
- (2) Press the OPEN-APPLE and the "C" keys at the same time. Your monitor screen will appear similar to the example shown in Figure 9.

^INTRODUCTION^

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1. Apple II series computer.
2. A Duodisk drive or two disk drives.

Copy Text? Within document To clipboard (cut) From clipboard (paste)

Figure 9. The Monitor Screen Showing The Copy Option Selected.

- (3) With the "Within Document" option selected (highlighted), press the RETURN key once (see Figure 10).

-----Chars per Inch: 6 chars

-----Centered

^INTRODUCTION^

-----Chars per Inch: 10 chars

-----Justified

"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Type entry or use @ commands

Line 1 Column 1

@-? for Help

Figure 10. The Monitor Screen Showing The "Within Document" Option Selected.

- (4) Use ARROW keys and highlight the portion of your document you wish to copy (directions at bottom of monitor screen).
- (5) Press the RETURN key once (see Figure 11).

----- Chars per Inch: 6 chars

---Centered

^INTRODUCTION^

----- Chars per Inch: 10 chars

-- Justified

"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Move cursor to new location, then press Return

20K Avail.

Figure 11. The Monitor Screen Before Moving The Copy.

- (6) Use the ARROW keys and move the cursor to the location in the document where you wish the copy of your text to be placed. See the example in Figure 12.

presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.
2. A Duodisk drive or two disk drives.
3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.
4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

Move cursor to new location, then press Return

20K Avail.

Figure 12. The Monitor Screen Showing An Example Location Where The Copy Is To Be Moved.

(7) Press the RETURN key once (See Figure 13).

AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.
2. A Duodisk drive or two disk drives.
3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.
4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

Move cursor to new location, then press Return

18K Avail.

Figure 13. The monitor Screen Showing Copied Text.

- (8) Press the OPEN-APPLE and the "C" keys at the same time.
- (9) Press the RIGHT-ARROW key and move the cursor to highlight the "To clipboard (cut)" option.
- (10) Press the RETURN key once (see Figure 14).

presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk drive or two disk drives.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

Use cursor moves to highlight block, then press Return

20K Avail.

Figure 14. The Monitor Screen After Selecting The Clipboard Option.

- (11) Follow the directions provided on the screen, highlighting the portion of the document you wish to copy using the ARROW keys, and then press the RETURN key once. Following this action, your screen will appear similar to the example shown in Figure 15.

presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk drive or two disk drives.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

Type entry or use @ commands

Line 24 Column 1

@-? for Help

Figure 15. The Monitor Screen After Copying Part Of A document To The Clipboard.

- (12) Use whatever combination of keys that is necessary and bring the document, that is to receive the copied portion of your original document, to the screen (see Figure 16).

^STEPS^**^DIRECTIONS^**

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Type entry or use @ commands

Line 1 Column 1

@-? for Help

Figure 16. The Monitor Screen Showing An Example Of A New File To Which Part Of A Copied Document Is To Be Moved.

- (13) Use the ARROW keys and place the cursor at the spot where you want the beginning of the copied document to be placed.
- (14) Press the OPEN-APPLE and the "C" keys at the same time.
- (15) Use the RIGHT-ARROW key to highlight the "From clipboard" option.
- (16) Press the RETURN key once (see Figure 17).

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in

Use cursor moves to highlight block, then press Return

7K Avail.

Figure 18. The Monitor Screen Showing The Delete Text Function Selected.

- (4) Use a combination of ARROW keys to highlight the part of the text that needs to be deleted.
- (5) Press the RETURN key once and the compare Figures 18 and 19.

File: WP00025

FIND

Escape: Review/Add/Change

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the

FIND PRINTER OPTIONS

Option:	UJ: Unjustified	GB: Group Begin	BE: Boldface End
PW: Platen Width	CN: Centered	GE: Group End	+B: Superscript Beg
LM: Left Margin	PL: Paper Length	HE: Page Header	+E: Superscript End
RM: Right Margin	TM: Top Margin	FO: Page Footer	-B: Subscript Begin
CI: Chars per Inch	BM: Bottom Margin	SK: Skip Lines	-E: Subscript End
P1: Proportional-1	LI: Lines per Inch	PN: Page Number	UB: Underline Begin
P2: Proportional-2	SS: Single Space	PE: Pause Each page	UE: Underline End
IN: Indent	DS: Double Space	PH: Pause Here	PP: Print Page No.
JU: Justified	TS: Triple Space	SM: Set a Marker	EK: Enter Keyboard
	NP: New Page	BB: Boldface Begin	

Figure 21. The Monitor Screen After Selecting The "Find Printer Options" Option.

- (4) Select either the "Text" or the "Case sensitive text" option and press the RETURN key. The monitor screen will appear like the example shown in Figure 22.

File: WP00025

FIND

Escape: Main Menu

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Find what text?

Figure 22. The Monitor Screen Showing A Find Text Option Selected.

- (5) If you elect to choose the "Page" option and press the RETURN key you will need to supply the number of the page for which you are looking.
- (6) Select the "Text" option by highlighting it.
- (7) Press the RETURN key once.
- (8) Type in the text (word or words) you wish to find as directed at the bottom of the monitor screen (see Figure 23).

File: WP00025

FIND

Escape: Erase entry

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program.

Find what text? THE

Figure 23. The Monitor Screen Showing The Words Of The Text To Be Located.

(9) Press the RETURN key once (see Figure 24).

File: WPC0025

FIND

Escape: Main Menu

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Find next occurrence? No Yes

Figure 24. The Monitor Screen Showing The First Location Of The Desired Text.

- (10) Follow the directions provided at the bottom of the screen until you have found the desired location in the document.
- (11) Insure the "No" option is highlighted and press the RETURN key once (see Figure 25).

Which printer will be used when
the file is actually printed?

1. Apple DMP
2. ImageWriter
3. EPSON
4. A text (ASCII) file on disk

Type number, or use arrows, then press Return

8K Avail.

Figure 26. The Monitor Screen After Selecting The Page Break Command.

- (2) Use the ARROW keys and select the type of printer connected to your machine by highlighting its name.
- (3) Press the RETURN key once and examine Figure 27. Your monitor screen will appear similar to this Figure.

File: WP00025

MAIN MENU

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Type entry or use ⌘ commands

Line 18 Column 33

⌘-? for Help

Figure 27. The Monitor Screen After Completing The Identification Of Page Breaks.

e. Moving part or all of a document.

- (1) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 28).

File: WORD PROCESSING

REVIEW/ADD/CHANGE

Escape: Main Menu

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type entry or use @ commands

Line 37 Column 39

@-? for Help

Figure 26. The Monitor Screen After Selecting The Page Break Command.

- (2) Use the ARROW keys and select the type of printer connected to your machine by highlighting its name.
- (3) Press the RETURN key once and examine Figure 27. Your monitor screen will appear similar to this Figure.

File: WORD PROCESSING

MOVE TEXT

Escape: Review/Add/Change

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Move Text? Within document To clipboard (cut) From clipboard (paste)

Figure 27. The Monitor Screen After Completing The Identification Of Page Breaks.

e. Moving part or all of a document.

- (1) Set your cursor under the first letter or number of the text to be moved.**

File: WP00025

MOVE TEXT

Escape: Main Menu

like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Move Text? Within document To clipboard (cut) From clipboard (paste)

Figure 28. The Monitor Screen After Selecting The Move Information Option.

- (2) Set your cursor under the first letter or number of the text to be moved.
- (3) Select the "Within document" option by insuring that it is highlighted and pressing the RETURN key once (see Figure 29).

File: WF00025

MAIN MENU

green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

-----Page Footer

Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Type entry or use ⌘ commands

Line 69 Column 5

⌘-? for Help

Figure 31. The Monitor Screen After Moving Part Of The Text.

- (8) If you desire to move part of your document to the clipboard and then on to another file, the procedure is the same as that for moving part of the document within the file, except that you must select the "To clipboard" option.
- f. Changing the names of files. This is an extremely important option because it allows you to retain your original file on a data disk while at the same time rapidly creating a new document which, when completed, may be quite similar to the original document without having to create the new document from scratch.
- (1) Press the OPEN-APPLE and the "N" keys at the same time (see Figure 32).

File: WP00025

CHANGE FILENAME

Escape: Review/Add/Change

=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

-----Page Footer

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type filename: WP00025

8K Avail.

Figure 32. The Monitor Screen With The Name Change Option Selected.

- (2) Press the OPEN-APPLE and the "Y" (yank) keys at the same time (see Figure 33).

File: WP00025 CHANGE FILENAME Escape: Restore former entry
=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

-----Page Footer

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type filename:

OK Avail.

Figure 33. The Monitor Screen After Using The Yank Function.

(3) Type the new file name (see Figure 34).

File: WORD PROCESSING REVIEW/ADD/CHANGE Escape: Main Menu
=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====

Figure 1. The Computer Screen With Disk Drive Two Selected.

-----Page Footer

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Type entry or use @ commands Line 39 Column 1 @-? for Help

Figure 35. The Monitor Screen After Entering The New File Name.

g. Replacing the wording of part of your document with new wording.

(1) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 36).

File: WORD PROCESSING

REPLACE

Escape: Review/Add/Change

Figure 1. The Computer Screen With Disk Drive Two Selected.

-----Page Footer

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

Replace? Text Case sensitive text

Figure 36. The Monitor Screen After Selecting The Replace Option.

- (2) Select the "Text" option by insuring that it is highlighted and then pressing the RETURN key once. See Figure 37 - the picture would be identical if you chose the "Case sensitive text" option.

File: WORD PROCESSING

REPLACE

Escape: Main Menu

green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

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Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

Replace? One at a time All

Figure 38. The Monitor Screen Showing Text To Be Replaced.

(4) Press the RETURN key once (see Figure 39).

File: WORD PROCESSOR

REPLACE

Escape: Review/Add/Change

We undertake these tasks one at a time as a solution one at a time is sought for the problem.

Replace? One at a time All

Figure 41. The Monitor Screen Showing The Replacement Text Entered.

- (7) Select the "One at a time" option by pressing the RETURN key. Your monitor screen will show the first occurrence of the text to be replaced (see Figure 42).

File: WORD PROCESSING MODIFY TAB STOPS Escape: Review/Add/Change
=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====

Figure 1. A Computer Screen With Disk Drive Two Selected.

-----Page Footer

Tab stops: S: Set C: Clear R: Remove all (Column 13)

Figure 45. The Monitor Screen After Selecting The Tab Set Option.

(2) Press the "R" key (see Figure 46).



File: WORD PROCESSING

MODIFY TAB STOPS

Escape: Review/Add/Change

Figure 1. A Computer Screen With Disk Drive Two Selected.

-----Page Footer

Tab stops: S: Set C: Clear R: Remove all (Column 13)

Figure 46. The Monitor Screen After Removing All Preset Tabs.

- (3) Use the RIGHT-ARROW key and move the cursor to column #6. You can easily tell when your cursor is in column #6 by examining the lower right corner of the monitor screen.
- (4) Press the "S" key once (see Figure 47).

File: WORD PROCESSING

MODIFY TAB STOPS

Escape: Review/Add/Change

Figure 1. A Computer Screen With Disk Drive Two Selected.

-----Page Footer

Tab stops: S: Set C: Clear R: Remove all (Column 6)

Figure 47. The Monitor Screen Setting A Tab Cue In Column #6.

(5) Press the ESC key once (see Figure 48).

File: WORD PROCESSING

REVIEW/ADD/CHANGE

Escape: Main Menu

Figure 1. A Computer Screen With Disk Drive Two Selected.

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Type entry or use @ commands

Line 40 Column 13

@-? for Help

Figure 48. The Monitor Screen After Escaping From The Tab Option.

i. Bold facing.

- (1) Identify a word or group of words in your document that you would like to print in "bold face."
- (2) Use the ARROW keys and move the cursor directly under the first letter of the first word you would like printed in "bold face."
- (3) Press and hold down the CONTROL key and while it is held down, press and release the "B" key.
- (4) Press the LEFT-ARROW key once. Your monitor screen will appear similar to the example shown in Figure 49.

^STEPS^**^DIRECTIONS^**

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program.

Type entry or use @ commands

Line 1 Column 1

@-? for Help

Figure 51. The Monitor Screen After Using The OPEN-APPLE-1 Option.

1. Moving to the end of a file. Press and hold down the OPEN-APPLE key and while it is held in the down position, press and release the 9 key (see Figure 52).

File: WORD PROCESSING

REVIEW/ADD/CHANGE

Escape: Main Menu

16. FILE SAVE. Press the OPEN-APPLE and the "S" keys at the same time to save the file.

17. RETURN TO MAIN MENU. Return to the "Main Menu" by pressing the ESC key once.

Type entry or use ⌘ commands

Line 999 Column 1

⌘-? for Help

Figure 52. The Monitor Screen After Exercising The OPEN-APPLE-9 Option.

- m. Additional help. For additional help, consult the AppleWorks instruction book.